

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATION

Consultant Services

Submittals due on Tuesday, January 3, 2006 at 2:00 pm PST.

The City of Seattle Fleets and Facilities Department (FFD) seeks consultant architect and engineer (A/E) teams to provide professional services for four fire station projects located in the Belltown, University District, Rainier, and Northgate neighborhoods. A consultant team will be selected for each project. A team may be selected for multiple projects.

- Fire Station 2:** Existing Historic Facility - Major renovation, major expansion and seismic upgrades
- Fire Station 17:** Existing Historic Facility - Major renovation, major addition and seismic upgrades
- Fire Station 28:** Existing Facility - Major renovation, major addition and seismic upgrades
- Fire Station 31:** Existing Facility - Moderate interior remodel, minor addition and seismic upgrades

Fire Stations 2 and 17 are historic landmark buildings; therefore, the projects will be reviewed by the City's Landmarks Preservation Board during design. Fire Station 28 will be reviewed by the Seattle Design Commission at various design phases of the project.

Prototype station concepts and operational programming for each project are complete. Program verification and interior functional planning will be required in addition to architectural design work. Seismic and asbestos surveys have been completed.

Program Background and Description:

In 2003, the citizens of Seattle voted to approve the Fire Facilities and Emergency Response Program (FFERP), designed to improve and upgrade the entire fire and emergency response system in Seattle. This 9-year program will seismically strengthen stations and standardize and enhance station to station functionality for firefighter operations and equipment storage.

Project Descriptions:

In an effort to afford all interested parties equal access to information and to prevent interference with emergency operations, anyone pursuing projects under this program is **expressly prohibited** from venturing onto station sites, entering fire stations or contacting any members of the Seattle Fire Department. Failure to observe this prohibition will result in disqualification.

Fire Station 2: Located in the Belltown neighborhood at 2334 Fourth Avenue, FS2 was built in 1918, renovated and seismically upgraded in 1987, is a historic building and will become a Battalion station. The station is Seattle's oldest working fire station and is basically sound. The station currently houses the Fire Alarm Center (FAC) and the Emergency Operations Center (EOC), which will be relocated

to other locations as part of other projects (work not included in this project). The project will adapt the 15,000 square feet occupied by the FAC and EOC for use by FS2 operations. The interior and parking areas will be completely remodeled and renovated. Total project estimated cost is \$7.4 million and includes the cost of an interim facility (work not included in project). Seattle Fire Department will continue to utilize this station as a fully active deployment station, FAC and EOC through the end of 2007; construction will start in 2008. Construction completion, building commissioning and tenant move-in are scheduled for 4th quarter, 2009.

Fire Station 17: Located in the University District at 1050 NE 50th St., FS17 is both a Battalion station and a historic building. It was constructed in 1929 and extensively renovated and seismically upgraded in 1988. FS17 is basically sound. The station will also be expanded to accommodate modern firefighting methods and apparatus. The 6,200 sq. ft. addition will accommodate the existing truck, engine, reserve apparatus and tunnel rescue unit. The addition will be constructed on adjacent property and must not detract from the historic character of the original structure. Total project estimated cost is \$4.1 million and includes the cost of an interim facility (work not included in project) but excludes the costs of land acquisition (to be accomplished by the City). Construction completion, building commissioning and tenant move-in are scheduled for 4th quarter, 2008.

Fire Station 28: Located in the Rainier Valley at 5968 Rainier Ave. S., FS28 was built in 1951 and extensively renovated in 1985. It is in basically good condition, but requires some minor seismic upgrades and bracing. A portion of the existing building will be remodeled to accommodate apparatus bay support functions such as decontamination, bunker gear storage and emergency medical supply storage, emergency cache and maintenance. Expansion of existing building (@ 3,900 sq. ft.) will include new crew quarters; a new 5,400 sq. ft. expansion will accommodate USAR/MMRS emergency cache operations. Total project estimated cost is \$6.3 million and includes the cost of an interim facility (work not included in project). Construction completion, building commissioning and tenant move-in are scheduled for 4th quarter, 2008.

Fire Station 31: Located in the Northgate area at 1319 N. Northgate Way, FS31 was built in 1973 and is one of the City's newer facilities. It is basically in good condition, but requires some additional seismic bracing. A portion of the first floor will be remodeled to accommodate apparatus bay support functions such as decontamination, bunker gear storage and emergency medical supply storage. The basement will be renovated and new access developed to accommodate the North End Hazardous Materials Unit and crew quarters. The addition provides apparatus bay support functions (900 sq. ft.). The site will be reconfigured to accommodate parking. Total project estimated cost is \$2.1 million, including the cost of an interim facility (work not included in project). Construction completion, building commissioning and tenant move-in are scheduled for 4th quarter, 2007.

It is the intent of the Fleets and Facilities Department (FFD) to achieve the U.S. Green Building Council's Leadership in Energy and Environmental Design's (LEED) Silver rating for all rebuilt and major renovation projects over 5,000 square feet which is the City's standard for environmentally sustainable design. The three major renovation projects fall into this category. Every attempt will be made to integrate sustainable

design in the minor interior remodel projects in the spirit of the City's sustainable building policy and goals.

Construction documents produced for these projects are required to conform to new CSI (Construction Specifications Institute) "Masterformat" 2004 edition specifications.

For further program and station information, please refer to the FFERP website:
<http://www.cityofseattle.net/fleetsfacilities/firelevy/default.htm> .

Scope of Services:

Consultant teams, including subconsultants, will provide basic architectural, engineering and planning services to design the Work, obtain permits, develop documents for bidding and construction, and administer the construction and completion of the project. Additional services may also include, but are not limited to:

1. Review existing documents and site conditions to ensure that all necessary site/facility information is complete and available prior to design commencement.
2. Identify and complete any outstanding studies required prior to commencement of design, especially with regard to land use, zoning or City-identified community issues that may affect proposed work.
3. Verify program and provide preliminary budget and schedule.
4. Present design to elected officials, Seattle Fire Department, City Leadership teams, Seattle Design Commission, Landmarks Board and relevant community groups.
5. Provide cost estimates for each design phase.
6. Quality and cost control, internal value engineering.
7. Coordinate with all applicable municipal, state and federal regulatory agencies.
8. Obtain all permits as required including, but not limited to MUP, SEPA, and EIS if required.
9. Bid Assistance and evaluation.
10. Construction Administration.
11. Develop signage.
12. Coordinate plans with City of Seattle staff with regard to data and telecommunications, building commissioning, maintenance and operations, and public information.
13. Develop FF&E (Furniture, Fixtures and Equipment) budget and inventory.
14. USGBC application for LEED certification and associated submittals if applicable.
15. Warrantee consultation.

Scope of work does not include relocation of working companies to temporary quarters, or the accompanying tenant improvements to such facilities.

Pre-submittal Meeting and Outreach / Networking Conference:

Per SMC Ch. 20.42 and RCW 35.22.650, a Consultant Outreach Plan will be required of all successful Prime Consultants.

A pre-submittal meeting for potential prime- and sub-consultants will be held at 10:00 a.m., Wednesday, November 30, 2006 in the Rainier Room, located at Seattle Center at which time the City will provide an overview of these upcoming projects, and give interested firms an opportunity to ask questions about the projects or selection process.

Questions and answers from this session will be summarized in writing and posted to the Fire Facilities Web site <http://www.cityofseattle.net/fleetsfacilities/firelevy/default.htm>, or distributed to all firms which request copies from the Fleets and Facilities Department.

The pre-submittal meeting will be immediately followed by the Outreach Networking Conference, commencing at 11:30 a.m., Wednesday, November 30, 2006 in the Rainier Room located at Seattle Center. The Outreach Networking Conference is optional but highly recommended. The intent of the conference is to foster the development of professional contacts between potential prime- and sub-consultants interested in pursuing any of the above projects. Consultants are encouraged to network to facilitate forming teams.

Consultants planning to respond as primes are encouraged to bring displays and any other information they wish to use to inform potential sub-consultants about their capabilities and strengths. Tables will be made available and early access to the building at 9:00 a.m. will be allowed for setup. Firms or individuals interested in teaming, or submitting separately should bring any information they want to share with potential primes, such as resumes and business cards. Primes please RSVP by calling the number given below if you would like to reserve a table; all others please indicate the number of persons who will be attending from your firm so we may prepare sufficient quantities of handouts.

Schedule:

Pre-submittal Meeting & Outreach Conference	Wednesday, November 30, 2005
Submittals Due:	Tuesday, January 3, 2:00 pm (Pacific Standard Time)
Interviews	3 rd /4 th week in January
Award of Contract:	March 2006

Consultant Qualifications:

Consultants must demonstrate in the submittal documents their qualifications in the following areas:

1. Experience with projects of similar scale, construction type and function to the fire station projects listed in this RFQ. Experience with fire facilities is desirable but not essential. Experience designing renovations and or additions sensitive to historically significant structures is desirable for those firms pursuing work at FS 2 or FS 17.
2. Prime Consultant and lead subconsultants must have previous experience providing services to public agencies. This experience must include lead involvement with public agency design review, permitting agencies, and community involvement processes.
3. Teams must identify specific tools and processes used for cost estimating, schedule and budget management. Explicitly identify the performance and accuracy of each process on three (3) recent public projects and/or projects performed in a rapidly changing construction climate. If the tools or processes

did not initially yield acceptable results (to the owner), describe the specific steps taken to obtain results that were accepted.

4. Prime Consultants must describe the consistency, thoroughness, and effectiveness of their presentations, documents and submittals. Considerations may include whether or not a Prime is registered as a Consistently Prepared Applicant (CPA) with the City's Department of Planning & Development as well as a description of the processes and tools used to prepare review, permitting, bid, and other documents.
5. The team must have embedded in their firms a philosophy, design approach, and demonstrated practice of Sustainable Development, seeking to enhance both the environmental quality and long-term operational efficiency of their designs. The team must have at least one LEED Accredited Professional assigned to the project that will be responsible for project submittal to the US Green Building Council on the awarded project.
6. Team must provide a complete list of construction projects (last 5 years) in which the General Contractor made a claim that resulted in arbitration, mediation or lawsuit. Consultant must indicate what steps it routinely takes to prevent and resolve claims and/or support Owner's efforts in claims resolution and how these steps were utilized on the listed projects.
7. The team must detail a communication and access plan that describes how the team will accommodate planned, unplanned and emergent situations that requires the presence of team members in the City's offices or at the project site at no additional cost to the City.
8. Prime Consultant must provide a list of at least two (2) references each from clients, contractors and subconsultants that have worked with the Prime in the last 5 years, for a total of six (6) references. The list must include contact name, phone number and address and name of project(s). Indicate how long the Prime has worked with each reference and in what capacity.

The Prime Consultant must be licensed to do business in the State of Washington and the City of Seattle.

The provisions of any contracts resulting from this selection process must be in full compliance with all applicable laws and ordinances regarding equal employment opportunity and affirmative action. Also, the Prime consultants must meet the City's Equal Benefits requirements in order to be selected for these projects. Selected Consultant(s) will be required to complete and sign an Equal Benefits Compliance Declaration form prior to award of any contracts resulting from this solicitation.

Women- and Minority-owned firms, as well as small firms, are encouraged to apply.

Insurance requirements:

Prime consultant must be able to obtain Insurance coverage levels for each project as follows:

- \$2,000,000 Professional Liability
- \$1,000,000 Commercial General Liability
- \$ 500,000 Auto Liability
- Must provide Workers Compensation

Consultant Selection Process:

The Fleets and Facilities Department will review and rate submittals to establish a short list of firms to interview for each project. There will be a maximum of 4 teams selected to interview for any project. FFD intends to schedule interviews for the 3rd week of January 2006 and will notify prospective teams of the project(s) for which they are being considered.

Criteria rating used in evaluating submittals and qualifications will include:

1. Demonstrated experience relevant to projects pursued i.e., building typology, construction, Historic value, renovation, remodel, new construction (criteria may differ according to project).
2. Experience providing services to public agencies.
3. Cost estimating, budget and scheduling management.
4. Demonstrated quality of documents and submittals.
5. Demonstration of sustainable practices, design and certification.
6. Effective resolution of construction disputes.
7. Communications and access plan.
8. References.

Submittals:

Submittals should be 8-1/2" x 11" in format, double-sided, and not more than 25 pages (50 surfaces including Statement of Interest, graphics and written information), excluding transmittal letter, covers or tabs. Letters should be brief and succinct. Submittals should include:

1. A short Letter of Transmittal and Statement of Interest. Teams may seek to be considered for any and all projects. Each submitting team must clearly identify the project(s) for which it wishes to be considered in its Statement.
2. A demonstration of quality and relevance of work with specific reference to design, historic sensitivity if applicable, sustainability, facility maintenance and operations.
3. A description of the specific qualifications of the team and individuals as they relate to the proposed project; include an organization chart for the project, including all sub-consultants.
4. An introduction, including resumes, of the individuals who will be assigned to the project, indicating their respective roles, for all disciplines and how much time they will be allocated to the project.
5. Specific information demonstrating fulfillment of the selection criteria noted under Consultant Qualifications.

Do not FAX or email your submittal.

Submit seven (7) copies by 2:00 p.m. PST, on Tuesday, January 3, 2006 to:

Ellen Hansen, Capital Programs
Fleets & Facilities Department
PO Box 94689
700 5th Ave., #5200
Seattle, WA 98124-4689
Phone: 206-386-1366 FAX: 206-684-0525
ellen.hansen@seattle.gov